

Research Guidebook

Citing Sources

Helena High School



The writer "rides in the whirlwind and directs the storm," according to Joseph Addison, but does not steal, so cite those sources, buddy!



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Find the *Research Guidebook* on the WEB, at the Helena High Home Page:
<http://www.helena.k12.mt.us/schools/highscho/helenahi/index.dhtm>

Introduction

This research style guide is designed to provide Helena High School students and teachers with formal guidelines for documentation of information used for research papers. It contains examples of commonly used research resources to make the practice of citing sources more clear and accurate.

This brief guide is based on the *Modern Language Association Handbook*, Seventh Edition. Students may need to consult the *MLA Handbook* for more detailed instructions about citations.



Features of this guide:

- Sample research paper, format directions, Works Cited (p. 8)
- Parenthetical Citation examples (p. 16)
- Works Cited and Parenthetical Citations for references (p. 17)
- Incorporating Poetry Quotations (p. 5) and Citations (p. 20)
- Referencing on-line video such as YouTube (p. __)
- E-Mail Etiquette (p. __)
- Quick review of changes in 7th Edition MLA (p. 33)

Why and How to Cite Your Sources in a Research Paper:

Plagiarism: Plagiarism is the use of another's writing, videos, or graphics, without giving credit to the source. Plagiarism is unacceptable and will result in full or partial loss of credit for your work. To avoid plagiarism, give full credit to your source(s). Full credit includes parenthetical citations within the paper, as well as a Works Consulted or Works Cited page at the end of the paper. Plagiarism occurs when you steal someone else's ideas or words, leading the reader to believe that those ideas or words are yours. **Plagiarism is intellectual theft.**

Cite sources when:

- √ the author's exact words are used (direct quotation)
- √ the author's idea is used even if it isn't word for word (paraphrase)
- √ figures or statistics are used in the paper
- √ summarizing material
- √ using graphics or art (visual images)

Common Knowledge:

- Don't cite commonly known information that appears in several sources. For example, it is common knowledge that Neil Armstrong was the first man on the moon.
- If in doubt whether to cite the source, **CITE IT**. Over citing in a research paper is excusable. Under citing in a research paper is **inexcusable**.

Definitions:

- **Citation:** a quoting of an authoritative source for substantiation
- **Parenthetical:** citation contained in parentheses and used within the text of your document
- **Plagiarize:** to steal and use the ideas or writings of another as one's own
- **Quotation:** to repeat or copy the exact words of another with acknowledgement of the source - Quotation marks (" . . .") mark the beginning and ending of the material.

You are plagiarizing if

- you took notes that did not distinguish summary and paraphrase from quotation and then you presented wording from the notes as if it were all your own.
- while browsing the Web, you copied text and pasted it into your paper without quotation marks and without citing the source.
- you repeated or paraphrased someone's wording without acknowledgment.
- you took someone's unique or particularly apt phrase without acknowledgment.
- you paraphrased someone's argument or presented someone's line of thought without acknowledgment.
- you bought or otherwise acquired a research paper and handed in part or all of it as your own. (*MLA Handbook 2.1*)

The Big6 Skills™ Model of Information Problem-Solving

The Big6™ model provides a systematic approach to problem solving and can be applied to any research assignment. Find more information on the Helena High School home page.

- 1. Task Definition:** What am I supposed to do? What information do I need?
- 2. Information Seeking Strategies:** What are the possible sources of information I can use?
- 3. Location and Access:** Where will I find these sources? Do I know how to use them?
- 4. Use of Information:** How will I record information? How will I evaluate the information?
- 5. Synthesis:** How is the information best presented? How will I credit my sources?
- 6. Evaluation:** Is the task completed? How can I do things better?

The phrases "Big6 Skills" and "Big6 Skills Curriculum" are all copyrights of Michael B. Eisenberg and Robert E. Berkowitz. Permission is granted for full educational use of these terms provided that recognition is properly and duly noted. Permission is not granted for commercial use.

Special Rules in Writing:

Abbreviations

- ✓ Abbreviations may be used in your list of Works Cited, but do not abbreviate in the text of your research paper.
- ✓ Spell out the names of months in the text of your paper but abbreviate them in the list of Works Cited: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec. Do not abbreviate May, June, or July.

Use of Numerals

- ✓ In writing that involves infrequent use of numbers, you may spell out words written in one or two words and represent other numbers by numerals (*one, thirty-six, three million*, but *2 1/2, 101, 1.275*).
- ✓ In writing that involves frequent use of numbers such as a study of statistical findings, use numerals for all numbers that precede technical units of measurement (*16 meters, 5 milliliters*).
- ✓ Do not begin a sentence with a numeral, including a date.

Percentages and Money

- ✓ Treat percentages and amounts of money like other numbers: use numerals with the appropriate symbol (33%, \$10.10, 39¢). In text that uses numbers infrequently, spell out a percentage or amount of money if you can do so in three words or fewer (*thirty-five percent, three thousand dollars*).

Tables, Charts, Maps, Graphs, and Illustrations

- ✓ Place tables, charts, maps, and illustrations as close as possible to related text.
- ✓ Label the tables, charts, maps, or illustrations as follows:
 - A table is usually labeled *Table*, given an Arabic numeral, and captioned.
 - Any other type of illustrative visual material – for example, a photograph, map, line drawing, graph, or chart – should be labeled *Figure* (abbreviated *Fig.*).
 - Musical illustrations are labeled *Example* (abbreviated *Ex.*).
 - Type both label and caption flush left on separate lines above the table.
 - Capitalize the label and caption as you would a title. Do not use all capital letters.
 - Give the source of the table and any notes immediately below the table.
 - Designate notes to the table with lowercase letters rather than numerals.
 - Double space.
- ✓ **See the Roman Numeral Table on the following page for an example.** See p. 24 for Works Cited format for a Print source and p. 31 for format for Works Cited for an Internet source.

Roman Numerals

If smaller numbers follow larger numbers or are placed to their right, the numbers are added to the larger number. If a smaller number precedes a larger number or is placed to its left, the smaller number is subtracted from the larger.

Examples:

- ✓ VII = 5 + 2 = 7
- ✓ IX = 10 - 1 = 9
- ✓ XL = 50 - 10 = 40
- ✓ CXX = 100 + 10 + 10 = 120

Table 1.
The Use of Roman Numerals

Roman Numeral Table							
1	I	14	XIV	27	XXVII	150	CL
2	II	15	XV	28	XXVIII	200	CC
3	III	16	XVI	29	XXIX	300	CCC
4	IV	17	XVII	30	XXX	400	CD
5	V	18	XVIII	31	XXXI	500	D
6	VI	19	XIX	40	XL	600	DC
7	VII	20	XX	50	L	700	DCC
8	VIII	21	XXI	60	LX	800	DCCC
9	IX	22	XXII	70	LXX	900	CM
10	X	23	XXIII	80	LXXX	1000	M
11	XI	24	XXIV	90	XC	1600	MDC
12	XII	25	XXV	100	C	1700	MDCC
13	XIII	26	XXVI	101	CI	1900	MCM

("Roman Numerals")

Abbreviations of States

Spell out the names of states, territories, and possessions of the United States, except usually in addresses and sometimes in parentheses. Spell out the names of countries, with a few exceptions (e.g., USSR). In documentation abbreviate the names of states, provinces, and countries.

AK	Alaska	LA	Louisiana	OH	Ohio
AL	Alabama	MA	Massachusetts	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
AZ	Arizona	ME	Maine	PA	Pennsylvania
CA	California	MI	Michigan	RI	Rhode Island
CO	Colorado	MN	Minnesota	SC	South Carolina
CT	Connecticut	MO	Missouri	SD	South Dakota
DE	Delaware	MS	Mississippi	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NC	North Carolina	UT	Utah
HI	Hawaii	ND	North Dakota	VA	Virginia
IA	Iowa	NE	Nebraska	VT	Vermont n
ID	Idaho	NH	New Hampshire	WA	Washington
IL	Illinois	NJ	New Jersey	WI	Wisconsin
IN	Indiana	NM	New Mexico	WV	West Virginia
KA	Kansas	NV	Nevada	WY	Wyoming
KY	Kentucky	NY	New York		

Rules for Poetry

If you quote part or all of a single line of verse, put it in quotation marks within your text. Incorporate two or three lines using a slash with a space (/) between the lines to separate them.

Example: The poet Emily Dickinson saw wonderful possibilities in the most ordinary of objects, as in this quote from her poem “To Make a Prairie”:

“To make a prairie it takes a clover and one bee- / One clover, and a bee, / And revery” (36).

Verse quotations of more than three lines should begin on a new line. Use a parenthetical citation as you would for any quote. Indent the lines one inch (two tabs, or ten spaces) from the left margin; double-space, and do not use quotation marks (similar to a block quote).

It was many and many a year ago,
In a kingdom by the sea,
That a maiden there lived whom you may know
By the name of ANNABEL LEE;
And this maiden she lived with no other thought
Than to love and be loved by me. (Poe 739)

If reproducing a poem with unusual lines or spacing, follow the format as closely as possible.

Classic Works:

In citing classic verse plays and poems, omit page numbers altogether and cite by division (act, scene, canto, book, part) and line. For example, *Iliad* 9.19 refers to book 9, line 19, of Homer’s *Iliad*. In general, use Arabic numerals rather than Roman numerals for division and page numbers.

Foreign Words in an English Text

In general, italicize foreign words used in an English text. Exceptions include quotations entirely in another language, which should be marked by quotation marks, and non-English titles of short works, which are placed in quotation marks.

Titles

Italicize titles of longer works; use quotation marks for shorter works published within larger works. Use no underlining or quotation marks for sacred works such as the Bible or Koran, political documents, including laws or acts, buildings, monuments, conferences, courses, and seminars.

Using Direct Quotations in a Research Paper:

- ✓ Always cite the source of a direct quotation.
- ✓ When the author of the source is mentioned in the sentence, only the page number is included in the parentheses.
- ✓ The usual form for an in-text parenthetical citation is author's last name and page number, in parentheses. Example: (Smith 23).
- ✓ Vary the way quotes are introduced.

Quotations
can give
your paper
pizzazz!



If the quotation is **short** (1-4 lines), blend the quoted passage into the text of the sentence.

Example:

As Bradbury has said himself, “You don’t have to burn books to destroy a culture. Just get people to stop reading them” (“Ray Bradbury Online”).

If the quote is **long** (5 lines or more), use a **block quotation**.

- ✓ Double-space the quote.
- ✓ Indent each line of the quote 10 spaces, 2 tabs, or 1 inch from the left margin.
- ✓ Do not use quotation marks to surround the quoted passage.
- ✓ End the quote with a parenthetical citation that is placed **after** the final punctuation of the quote.

Example:

For example, in the book, bombers fly overhead at regular intervals as a possible war looms, yet no one seems to notice or care, except Montag, whose awareness is awakening:

How in hell did those bombers get up there every single second of our lives! Why doesn't someone want to talk about it! We've started and won two atomic wars since 1990! Is it because we're having so much fun at home we've forgotten the world? Is it because we're so rich and the rest of the world's so poor and we just don't care if they are? I've heard rumors; the world is starving, but we're well fed.

(Bradbury 75-6)

Use of the Ellipsis and Brackets:

Sometimes you will need to omit parts of a quoted passage that are not useful to your paper. Use an **ellipsis, three spaced points (. . .)**, to indicate omitted words from the quoted source. Make sure that the omission does not alter the meaning of the quoted passage.

Example:

In his article “The Electronic Imagination: Requiem for a Narrative,” Brian Donahue writes about this decline of reading: “For our fast-paced world . . . the earnest attempt to reflect and observe is far too time consuming and the results are far too complicated.”

Original Passage:

In his article “The Electronic Imagination: Requiem for a Narrative,” Brian Donahue writes about this decline of reading: “For our fast-paced world, obsessed with instant gratification, the earnest attempt to reflect and observe is far too time consuming and the results are far too complicated.”

Four ellipsis points (. . . .) are used when removing information from a long quoted passage.

Example:

“Later, the men around Montag could not say if they had really seen anything. . . . Once the bomb release was yanked, it was all over” (Bradbury 160).

Four ellipsis points are also used when removing material from **the end of a quoted sentence**; the fourth point represents the final period of the sentence.

Use **brackets []** when **adding words** or when **changing words** to clarify a direct quotation.

Example:

“The result is that she is literally incapable of thought and remembering . . . [when questioned] she can’t remember what it was about even though it happened only one minute past.”

Sample Research Paper

Margins:

Top: 1 inch

Bottom: 1 inch

Left and Right: 1 inch

Format:

Double-space

Font:

Choose Times New Roman

12-point font.

Header:

-View

-Header and Footer

-Align Right

-12-point font

-Type last name

-Type one space

-Click on # sign in the floating toolbar

-Click on "close"

Title:

Centered using same font style and size

Italicize book titles.

Thesis

Heading:

Name
Teacher
Class
Date

Jill Sundby

Mr. Smith

English II, Period 3

3 April 2004

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Indent paragraphs one tab.

The Future Has Arrived

In the spring of 1950, a 29-year-old aspiring writer named Ray

Bradbury began typing in the University of California at Los Angeles

library basement. After nine days, Bradbury completed the first draft of

what later became *Fahrenheit 451* (Bradbury 173-4). At the time,

Bradbury had no way of knowing what would occur in the next fifty years

in American culture, but his vision of the future in *Fahrenheit 451* turned

out to be prophetic: He predicted some changes in technology and in

society that actually came true.

Fahrenheit 451 is the story of a fireman, Montag, whose job is to burn books because they contain dangerous ideas. People in this future society do not read; they watch meaningless TV, drive fast, buy things, and talk of nothing important. However, Montag comes to realize that no one is happy; they live an artificial life, neither connecting with each other nor caring for each other. He decides to rebel by saving books.

Parenthetical Citation:

- Use author's last name and page number when available
- No comma separating author from page number
- Follow citation with end punctuation

Sample Research Paper

Tip:

Body paragraphs begin with topic sentences that support the thesis

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Obviously, firemen in today’s America do not burn books, but there are aspects of *Fahrenheit* society that are familiar—the technology, for example. When Bradbury wrote this story in 1950, household computers, the Internet, and cell phones did not exist. Even television was brand new, introduced widely only in the late 1940s (“Media in the 1940s”). So, when Bradbury sat down at a manual typewriter and imagined four walls of television in *Fahrenheit* homes, he was far-seeing. Today, there are large-screen TVs and other inventions imagined by Bradbury—such as the green bullet (wireless micro-transceiver) and the seashell ear radio (the iPod) (*Literature Connections Sourcebook* 6).

Still more intriguing is Bradbury’s visualization of TV’s future content and effects. In *Fahrenheit 451*, a gruesome manhunt televised live for all to see is a reminder of the flight of O. J. Simpson or the beating of Rodney King on today’s televisions. Even in 1950, Bradbury seemed to have a sense of where TV was headed: shallow news coverage, sound bites, “reality” TV shows, and fluffy soap operas. Montag’s wife, Mildred, like many in her society, is addicted to TV and to her seashell earphones. She is “always soaking up the artificial stimulus and messages someone else feeds to her,” writes critic Edward

Parenthetical Citation:

When no author is available, place the title of the article in quotations.

Parenthetical Citation:

When there is a book with no author, do the following:

- *Italicize the title followed by the page number*
- *Do not place a comma after the title.*

Tip:

Vary sentence and paragraph beginnings.

Sample Research Paper

**No
parenthetical
citation:**

The author's name is used in the sentence, and the source is electronic with no pagination.

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E. Eller. “The result is that she is literally incapable of thought and remembering. . . . [When questioned] she can’t remember what it was about even though it happened only one minute past.” As a part of this way of living, Mildred, her friends, and most *Fahrenheit* people deny the existence of problems—failed relationships, suicide, even war. For example, in the book only Montag seems to notice that war is looming:

How in hell did those bombers get up there every single second of our lives! Why doesn’t someone want to talk about it! We’ve started and won two atomic wars since 1990! Is it because we’re having so much fun at home we’ve forgotten the world? Is it because we’re so rich and the rest of the world’s so poor and we just don’t care if they are? I’ve heard rumors; the world is starving, but we’re well fed. (Bradbury 75-6)

**Continuous
paragraph:**
No indentation

→ This is a culture of mass ignorance and materialism—Mildred’s only real desire, after all, is for a fourth television wall. This type of culture—of wanting things and entertainment, but not wanting to know nor read—has become our culture, argues Neil Postman, author of the book *Amusing Ourselves to Death*. He refers to *Brave New World* author Aldous Huxley, who feared that there would be no reason to ban a book,

Brackets:
Words added to clarify a direct quote

- Block Quote:**
- Five or more lines
 - Clause before the colon must be a complete sentence
 - Select quotation (highlight it)
 - Tab twice
 - No quotation marks
 - End punctuation followed by the parenthetical citation

Sample Research Paper

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Parenthetical Citation: (*qtd.* = *quoted*) If what you quoted or paraphrased is itself a quotation, cite the original source.

for there would be no one who wanted to read one due to our “almost infinite appetite for distractions” (*qtd.* in Postman, Foreword viii). Indeed, the people of *Fahrenheit 451* did not start out burning books: They just quit reading them because of the effort and controversy involved.

Tip: Questions can be an effective means of providing transitions between parts of your paper. Short statements/questions/fragments add emphasis.

Ellipsis: Three spaced points indicate omitted words from the quote.

In his article “The Electronic Imagination: Requiem for a Narrative,” Brian Donohue writes about this decline of reading: “For our fast-paced world . . . the earnest attempt to reflect and observe is far too time consuming and the results are far too complicated.” The result? More students who don’t read. In a 1984 Nation’s Report Card survey, 19 percent of twelfth graders said they never or hardly ever read for fun. By 1998, that number had increased to 28 percent (Clinton). Similarly, another source states that, in the past 50 years, the working vocabulary of the average 14-year-old has declined from 25,000 words to 10,000 words (Orr). This is not surprising, considering that the average U.S. child watches three hours of television per day (Miller).

Use of numerals:

- In writing that involves frequent use of numerals, such as a study of statistical findings, use numerals for all numbers that precede technical units of measurement.
- Do not begin a sentence with a numeral, including a date.

Parenthetical Citation: If the source is electronic with no page numbers, use the author’s last name.

As Bradbury has said himself, “You don’t have to burn books to destroy a culture. Just get people to stop reading them” (“Ray Bradbury Online”). Advancements in technology, such as TV, while offering great opportunities like educational TV, must be balanced with the

Conclusion: Reiterate the thesis statement.

Sample Research Paper

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deeper thinking that comes from the analysis of the written word. For his part, Bradbury has said he wishes some of his predictions had not come true: “I would have loved to have been proven wrong, yes” (Hibberd). In fact, Bradbury has said, he was trying to “prevent the future,” not predict it (Bradbury, back cover). ←

Parenthetical Citation:

When no page numbers are available in a print source, identify the location of the quote.

Sample Research Paper

Header: Last name followed by the page number

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Works Cited Title:

Centered using same font style and size as text of paper

URL (website address):

All URL's are optional (ask your teacher if they are required).

Margins:

*Top - 1"
Bottom - 1"
Left - 1"
Right - 1"*

Font:

Use Times New Roman and type size (e.g., 12 point).

Hanging Indent:

If the citation runs more than one line, use a .5 inch hanging indent.

Works Cited

Bradbury, Ray. *Fahrenheit 451*. 1951. Evanston: McDougal, 1998. Print.

Clinton, Patrick. "Literacy in America: The Crisis You Don't Know About." *Book* (Sept./Oct. 2002): n. pag. Web. 1 Apr. 2009.

<<http://www.bookmagazine.com/issue24/literacy.shtml>>.

Donohue, Brian. "The Electronic Imagination: Requiem for a Narrative." *ETC.: A Review of General Semantics* 59.4 (Winter 2002): 387+.

Expanded Academic ASAP. Web. 1 Apr. 2009.

<<http://find.galegroup.com>>

Eller, Edward E. "Overview of *Fahrenheit 451*." *Exploring Novels*. Online ed. Detroit: Gale, 2003. *Discovering Collection*. Web. 1 Apr. 2009. <<http://find.galegroup.com>>.

Hibberd, James. "Ray Bradbury Is on Fire!" *Salon.com*. N. p. 2004. Web. 1 Apr. 2009. <<http://archive.salon.com/people/feature/2001/08/29/bradbury/index2html>>.

Literature Connections SourceBook: Fahrenheit 451. Evanston: McDougal, 1998. Print.

"Media in the 1940s: Overview." *Discovering U.S. History*. Online ed. Detroit: Gale, 2003. *Discovering Collection*. Web. 1 Apr. 2009. <<http://find.galegroup.com>>.

Republished Book:

Place date of original book publication here (after the title).

n. pag means no page

Double-space throughout the document.

N. p. means there is no web site sponsor or publisher.

Sample Research Paper

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Abbreviations

N. p. – no web site
sponsor/published
n. pag. – no page
n. p. – no place of
publication; no publisher
n. d. – no date of
publication

Miller, Karl E. "Children's Behavior Correlates with Television Viewing." *American Family Physician* 67.3 (1 Feb. 2003): 593. *Expanded Academic ASAP*. Web. 1 Apr. 2006. <<http://find.galegroup.com>>.

Orr, David. "Verbicide." *Oberlin Online*. Oberlin College. 1999. Web. 1 Apr. 2006. <<http://www.oberlin.edu/news-info/00oct/verbicide.html>>.

Postman, Neil. Foreword. *Amusing Ourselves to Death: Public Discourse in the Age of Show Business*. By Postman. New York: Viking, 1985. vii-viii. Print.

"Ray Bradbury Online." *SpaceAgeCity*. N. p. 2001. Web. 1 Apr. 2006. <<http://www.spaceagecity.com/bradbury/quotes.htm#Television>>.

See page 11 for an explanation of "By Postman." By Postman means that he wrote his own Foreword.

Works Cited or Works Consulted Instructions

- * Use the title Works Cited if you list only the sources you cited. Use the title Works Consulted if you list everything you read including references not cited. Place on new page at end of paper.
- * If a title begins with a number, alphabetize the title as if it were spelled out. For example, the book titled *2001: A Space Odyssey* will be typed using numbers, but it will be alphabetized by the letter **t** (*two-thousand and one*).
- * Alphabetize entries in the Works Cited by the author's last name. If an author is not identified, alphabetize by title. Ignore the words **a**, **an**, and **the** when alphabetizing by title.
- * For example, a book titled *The Globe* would be alphabetized under **g** instead of **t**. Do not delete the **a**, **an**, or **the** in the title.

MLA Parenthetical Citation Guidelines:

Use Parenthetical Citations:

- When you use a direct quotation or the author's exact words
- When you use an idea that is the author's (paraphrase or summary)
- When you use statistics

Purpose of Parenthetical Citations:

Cite sources to recognize the ideas or words in your paper that you have taken from someone else or from an outside source.

* Place parenthetical citations as close as possible to the quoted material.
* Type the parenthetical citation as you write. Do not wait until the essay is finished.



Parenthetical Citations are directly linked to the Works Cited page:

Rawlings, Marjorie K. "A Mother in Mannville." *Literature and Language*. Ed. Jane N.

Beatty. Evanston: McDougal Littell, 1992. 20-26.

Parenthetical Citation:
(Rawlings 22)

Quick Overview: variations on the parenthetical citation format

Situation	Parenthetical Citation Example
If a book has one author:	(Smith 152).
If the cited passage ends with a direct quotation:	" (Smith 152).
If you use a block indented quote:	. (Smith 152)
If an author is mentioned in the sentence, it is not necessary to mention the author in the citation:	(152).
If the author is not given, use the title of the book:	(<i>Urban Transportation</i> 154).
If the author is not given, use the title of the article:	("N.Y. Transit System" 78).
If no author or page number is given:	(<i>Urban Transportation</i>).
If you use a set or series of books, indicate the volume number and page number:	(Jones 2:87).
If your source has two authors:	(Smith and Jones 159).
If your source has more than two authors:	(Carmen, et al. 8).
If you cite more than one page:	(Smith 153-57).
If you cite two or more books by the same author, indicate the specific book:	(Smith, <i>Mass Transit</i> 96).
If you interview someone:	(Smith).
If you quote or paraphrase a quote found in your source, use <i>qtd. in</i> ("quoted in") before the source you cite (see p. 11 for example):	(qtd. in Jones 298)
If you cite a web site that has an author (a web source usually has no page number):	(Jones).
If you cite a web page with no author, use the web page title:	("Media in the 1940s: Overview").
If you use a subscription database (e.g. InfoTrac) and the article has an author:	(Jones).
For two articles with the same title, add more information, such as the name of the subscription database.	("William Shakespeare," <i>Discovering Authors</i>).



Don't forget to use **double spacing** and **hanging indents** for your Works Cited!

Note: According to the *MLA Handbook 7th Edition*, the reference list is titled **Works Cited** if it lists just the sources cited in the paper. It is titled **Works Consulted** if it lists everything read in researching.

Examples of Works Cited Entries and Parenthetical Citations

Table of Contents

Page Numbers:

Print ~

- 17. Book by One Author
- 18. Two or More Books by the Same Author
- 18. Book by Two or More Authors
- 19. Book Listing an Editor on Title Page
- 19. Introduction, Preface, Foreword, or Afterword
- 20. Anthology or Compilation
- 20. Work Within an Anthology
- 22. Article in a General Reference Book
- 22. Article in a Specialized Reference Book
- 23. Article in a Magazine
- 23. Article in a Newspaper
- 23. Photograph or Painting from a Book
- 24. Drama, the Bible, Literary Works
- 24. Table, Chart, Map, or Illustration

Media ~

- 25. Film
- 25. Media, DVD
- 26. Television or Radio Broadcast
- 26. Performance
- 26. Interview
- 26. Speech
- 27. Sound Recording

Web ~

- 27. Internet - Personal Home Page
- 28. Internet - Internet Site
- 28. Internet - Work from an Online Database
- 29. Internet - Article in Online Magazine
- 30. Internet - Article in an Online Newspaper
- 30. Internet - Online Sound Recording
- 31. Internet - Online Image, Photograph, or Painting
- 31. Internet - Online Video
- 31. Internet - Online Map, Chart, Table, or Graph

Remember: The HHS Library's Works Cited sheets for print, database, and web (blue, yellow, and green sheets) will provide you with directions for the most commonly used citations.

BOOK BY ONE AUTHOR

Author's last name, first name middle initial. *Title of the Book*. Place of Publication: Publisher, Publication Date. Print.

Example of Works Cited entry:

O'Brien, Tim. *The Things They Carried*. New York: Broadway Books, 1990. Print.

Example of the corresponding parenthetical citation:

"It was very sad, he thought. The things men carried inside" (O'Brien 25).

TWO OR MORE BOOKS BY THE SAME AUTHOR

For additional books by the same author, replace the author's name with three hyphens followed by a period (- - -.)

Author's last name, first name middle initial. *Title of the Book*. Place of Publication: Publisher,
Publication Date. Print.

Example of Works Cited entry:

Golding, William. *The Inheritors*. New York: Pocket Books, 1963. Print.

- - -. *Lord of the Flies*. New York: Coward, McCann & Geoghegan, 1962. Print.

Example of the corresponding parenthetical citation:

In citations from two or more books by the same author, include the first key word from the title of the particular book being cited.

In describing the savageness of the people, Marlan stated, "They live in the darkness under the trees" (Golding, *Inheritors* 213).

Example of the corresponding parenthetical citation

"In color the shell was deep cream, touched here and there with fading pink" (Golding, *Lord* 14).

BOOK BY TWO OR MORE AUTHORS

*To cite a book by **two or three authors**, give their names in the same order as on the title page. Reverse only the name of the first author, add a comma, and give the other name or names in normal form. Place a period after the last name of the last author.*

First Author's last name, first name middle initial, and Second Author's first and last name. *Title of the Book*. Place of Publication: Publisher, Publication Date. Print.

Example of Works Cited entry:

Collier, Christopher, and James L. Collier. *The Constitutional Convention of 1787*. New York: Ballantine Books, 1986. Print.

*If there are more than **three authors**, you may name only the first author listed and add **et al.** (means "and others"). Or you may give all of the names in full in the order in which they appear on the title page.*

Example of Works Cited entry:

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004. Print.

Example of the corresponding parenthetical citation:

"Secondary students benefit enormously through the practice of planning and prewriting"
(Wysocki, et al. 326).

BOOK LISTING AN EDITOR ON TITLE PAGE

If the person listed on the title page is an editor, translator, or compiler, place a comma (not a period) after the name and add the appropriate abbreviation (ed., trans., or comp. for "editor," "translator," or "compiler").

Editor's last name, first name middle initial, ed. *Title of the Book*. Place of Publication:

Publisher, Publication Date. Print.

Example of Works Cited entry:

Collier, Christopher, and James L. Collier, eds. *The Constitutional Convention of 1787*. New

York: Ballantine Books, 1986. Print.

Example of the corresponding parenthetical citation:

"In 1787 the typical human being anywhere was a farmer, whether he was working a rice paddy

in China, or watching a flock of sheep in the Yorkshire dales of England" (Collier

and Collier 23).

INTRODUCTION, PREFACE, FOREWORD, OR AFTERWORD

Last name of Author of Section, first name middle initial. Title of Section, being Introduction,

Preface, Foreword, Afterword. *Title of the Book*. Author of Book (If it is different from

the author of the section, state the first name and last name; if it is the same as the author

of the section, use the last name only. In either case, precede with the word By). Place of

publication: Publisher, Publication Date. Pages (entire work). Print.

Example of Works Cited entry:

Quenell, Peter, and Hamish Johnson. Introduction. *Who's Who in Shakespeare*. By Quenell and

Johnson. New York: William Morrow, 1973. 13-15. Print.

Example of the corresponding parenthetical citation:

"Shakespeare was never a man who studied life at a distance. . . . He enjoyed life; and all the

surviving descriptions of the dramatist dwell on his friendliness and amiability, his wit, civility,

and social charm" (Quenell 14).

ANTHOLOGY OR A COMPILATION

The abbreviation ed. for editor is not capitalized when it follows an editor's name. See also # 10, an Article in a Less Familiar Reference Book.

Editor or Compiler's last name, first name, position abbreviation—ed., trans., or comp., for editor, translator, or compiler. *Title of Anthology*. Place of Publication: Publisher, Date of Publication. Print.

Example of Works Cited entry:

Beatty, Jane N., ed. *Literature and Language*. Evanston: McDougal, Littell, 1992. Print.

Example of the corresponding parenthetical citation:

"Passive readers let words slide by. Their eyes are moving but their thoughts are often elsewhere" (Beatty 8).

WORK WITHIN AN ANTHOLOGY: (Poem, Essay, Short Story, or other work)

If citing an essay, short story, a poem, or another work that appears within an anthology or some other book collection, you need to add information to the basic book entry.

Author's last name, first name middle initial, of Work in Anthology. "Article Title." Title of Anthology. Editor or Compiler's first and last name. Place of publication: Publisher, Date of Publication. Page numbers inclusive of entire work. Print.

Example of Works Cited entry:

Lear, Edward. "The Owl and the Pussy-Cat." *Poetry Out Loud: The Anthology*. Ed. Dan Stone and Stephen Young. U.S.A.: Poetry Foundation, 2005. 71-72. Print.

Example of the corresponding parenthetical citation:

"The Owl and the Pussy-Cat went to sea
In a beautiful pea-green boat" (Lear 71).

If citing a poem from a collection of poems by a single author, follow the same format, including the editor(s) of the book.

Dickinson, Emily. "I Know Some Lonely Houses." *Emily Dickinson*. Ed. Frances Schoonmaker Bolin. New York: Sterling Publishing, 1994. 18-19. Print.

If the piece is a translation, add the name of the translator after the title, unless one person translated the entire volume.

Chu-I, Po. "Chu-Ch'en Village." Trans. Arthur Waley. *Literature of Asia*. Lincolnwood: National Textbook Company, 1999. 146-147. Print.

Cross-References: To avoid unnecessary repetition in citing two or more works from the same collection, you may create a complete entry for the collection and cross-reference individual pieces to the entry. State the author and the title of the piece, the last name of the editor of the collection, and the inclusive page numbers.

Hayden, Robert. "Those Winter Sundays." Stone and Young. 53.

Lear, Edward. "The Owl and the Pussy-Cat." Stone and Young. 71-72.

Sandburg, Carl. "Chicago." Stone and Young. 110-111.

Stone, Dan and Stephen Young, eds. *Poetry Out Loud: The Anthology*. U.S.A.: Poetry Foundation, 2005. Print.

ARTICLE IN A GENERAL REFERENCE BOOK

Author's last name, first name middle initial. "Article Title." *Reference Book*. Editor's first name last name. Number of volumes. Place of publication: Publisher, Publication date. Print.

Example of Works Cited entry:

Gabriel, Ralph H. "Bull Run, Second Battle of." *World Book*. International Edition. 2003. Print.

Example of Works Cited entry:

"During one attack, General Thomas J. Jackson stood his ground so firmly that he received the nickname 'Stonewall'" (Gabriel 483).

ARTICLE IN A SPECIALIZED REFERENCE BOOK

When citing less familiar reference books, include full publication information. The abbreviation Ed. for Editor is capitalized when it is used before the Editor's name. See also An Anthology or Compilation.

Author's last name, first name middle initial. "Title of Article." *Title of Reference Book*.

If applicable, editor's title abbreviation (Ed.) and first name and last name. Volume Number, with abbreviation vol. Place of Publication: Publisher, Date of Publication. Print.

Example of Works Cited entry:

Thigpen, Kenneth A. "Archetype." *The Encyclopedia of Folklore and Literature*. Ed.

Mary Ellen Brown and Bruce A. Rosenberg. Vol. 1. Santa Barbara: ABC-CLIO, 1998.

Print.

Example of the corresponding parenthetical citation:

“Even though Jung and his disciples frequently invoke folklore in discussing archetypes, folklorists have often found Jungian theories too abstract, almost mystical, and without basis in cultural contexts” (Thigpen 20).

ARTICLE IN A MAGAZINE

Author’s last name, first name middle initial. "Title of the Article." *Title of Magazine* Day Month

Year: Page numbers inclusive of entire article. Print.

Example of Works Cited entry:

Green, Jesse. "The Song Is Ended." *The New York Times Magazine* 2 June 2002: 28+. Print.

Example of the corresponding parenthetical citation:

"Standards were back: Sinatra was duetting with everyone from Liza to Bono, Tony Bennett was being resuscitated as an MTV icon and hundreds of albums of great old songs were selling at Tower Records" (Green 30).

ARTICLE IN A NEWSPAPER

Some larger newspapers are divided into sections—for example, Section A, Section B, etc. If this is the case, then after the abbreviation ed. in the Works Cited entry, place the abbreviation sec. and the appropriate page number followed by a colon (sec. B:).

Articles are not always printed on consecutive pages. For examples, the article may begin on page 3 and then continue on page 6. In this case, supply the beginning page number (3) and follow it with a + sign (3+).

Author’s last name, first name middle initial. "Title of Article." *Title of the Newspaper* (omit beginning A, An, The) [City of Publication if not part of the name of the paper except for nationally known newspapers such as *USA Today*] Day Month Year, Edition abbreviated ed., Section abbreviated sec. Section number: Page numbers inclusive of entire article. Print.

Example of Works Cited entry with a section number:

Brown, Clifton. "Jazz and SuperSonics Are Fighting for the Right to Be Second Best." *New York Times* 2 June 1996, late ed., sec. 8: 3+. Print.

Example of the corresponding parenthetical citation:

"If you believe the rumors, Rodman may not be back, because he will want more than Chicago is willing to spend, and because the Bulls are wary that if Rodman gets a huge check, his personality may be harder to keep in check" (Brown 3).

PHOTOGRAPH OR PAINTING FROM A BOOK

Artist or Photographer's last name, first name middle initial. *Title of Work*. Date the work was originally created (if given). Museum, business, or private party that owns the work, location of museum, business, or private party. *Title of Book*. By Author's first and last name. Place of Publication: Publisher, Publication Date. Page Number. Print.

Example of Works Cited Entry:

Bingham, George Caleb. *Jolly Flatboatmen in Port*. 1857. Saint Louis Art Museum, Saint Louis. *Tailor Made, Trail Worn: Lewis & Clark - Army Life, Clothing, & Weapons of the Corps of Discovery*. By Robert J. Moore and Michael Haynes. Helena: Farcountry Press, 2003. 215. Print.

Instead of the corresponding parenthetical citation:

Under the photograph or painting in your paper, identify the name of the photographer or artist and the title of the work. Do not use parentheses.

DRAMA, THE BIBLE, FAMOUS LITERARY WORKS

General terms like Bible, Talmud, and Koran are not italicized, but full and shortened titles of specific editions are italicized. Use Arabic numerals to designate volumes, parts, books, and chapters. Titles of books of the Bible and famous literary works are often abbreviated; see the MLA Handbook for common abbreviations.

Author's last name, first name middle initial. *Title of Work*. Editor or Compiler's first and last name (if applicable). Place of publication: Publisher, Date of Publication. Print.

Example of Works Cited Entry:

Shakespeare, William. *Hamlet*. Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1992. Print.

Example of the corresponding parenthetical citation:

"How weary, stale, flat, and unprofitable, /Seem all uses of this world," laments the disillusioned Hamlet in the beginning of the play (1.2.137-38).

Example of Works Cited Entry:

Holy Bible: New Revised Standard Version. New York: Oxford University Press, 1989. Print.

Example of the corresponding parenthetical citation:

"For everything there is a season, and a time for every matter under heaven" (Eccles. 3:1).

TABLE, CHART, MAP, GRAPH, OR ILLUSTRATION

See p. 3 of the Research Guidebook for directions to place a Table, Chart, Map, Graph, or Illustration into your paper.

Name of Table, Chart, Map, or Illustration. Form of document, such as Table, Chart, Map, or

Illustration. Place of Publication: Publisher, Year. Print.

Example of Works Cited Entry:

Europe: Physical. Map. Great Britain: Prentice-Hall. 1984. Print.

FILM

Title of Film. Title Director, abbreviated Dir. Director's first and last name. Title Performer,

abbreviated Perf. Major Performer or Performers' first and last name(s). Distributor,

Release Date. Film.

Example of Works Cited entry:

Independence Day. Dir. Roland Emmerich. Perf. Jeff Goldblum, Will Smith, and Bill Pullman.

TriStar, 1996. Film.

Example of the corresponding parenthetical citation:

"They've taken out Seattle, Sir" (*Independence Day*).

MEDIA, DVD

Cite a video just like a film, but include the original release date and the medium before the name of the distributor.

Title of Video. Title Director, abbreviated Dir. Director's first and last name. Title Performer,

abbreviated Perf. Major Performer or Performers' first and last name(s).

Original Release Date. Distributor, Release Date. Medium (Videocassette, DVD).

Example of Works Cited entry:

Independence Day. Dir. Roland Emmerich. Perf. Jeff Goldblum, Will Smith, and Bill

Pullman. 1996. TriStar, 1997. DVD.

Example of the corresponding parenthetical citation:

Every alien-invasion movie has a conference of politicians arguing over strategy as news from

the outside grows worse: "They've taken out Seattle, Sir" (*Independence Day*).

TELEVISION OR RADIO BROADCAST

“Title of the episode or segment.” Optional abbreviated pertinent information (Narr., Perf., Dir., Writ. first & last name[s]). *Title of program or series*. Name of the network (if any). Call numbers (if any). City of the local channel, Broadcast date (day month year). Medium of reception (Radio, Television).

Example of Works Cited entry:

“Palin/Hillary Open.” Writ. Seth Meyers, et al. *Saturday Night Live*. NBC Universal, KTVH, New York, 13 Sept. 2008. Television.

Example of the corresponding parenthetical citation:

“We can’t let sexism permeate American politics” (“Palin/Hillary Open”).

PERFORMANCE

Title of Play. By Playwright’s first and last name. Title Director, abbreviated Dir. Director’s first and last name. Title Performer, abbreviated Perf. Site of Performance, City. Day Month Year published. Performance.

Example of Works Cited entry:

Hamlet. By William Shakespeare. Dir. Katherine O’Connell. Perf. Peter Ruzevich. Grand Street Theater, Helena. 4 Mar. 1993. Performance.

Example of the corresponding parenthetical citation:

The untimely reappearance of the ghost in Act IV and his delivery of the line, “Oh, Hamlet, me thinks I have missed my cue” (*Hamlet*) may have gone unnoticed by the Shakespearean neophyte, but the experienced playgoer noticed the abominable faux faux.

INTERVIEW

Last name, first name middle initial of person interviewed. Personal/Telephone interview. Day Month Year.

Example of Cited entry:

Rodman, Dennis. Telephone interview. 10 Dec. 1995.

Example of the corresponding parenthetical citation:

“I figured I’d sell more of my biography if I showed up wearing a wedding dress” (Rodman).

SPEECH

Last name, first name middle initial of person giving oral presentation. Title of presentation (if known), in quotation marks. Meeting and sponsoring organization (if applicable).

Location. Date. Appropriate descriptive label (Address, Lecture, Keynote speech, Reading), neither italicized nor in quotation marks, for the form of delivery.

Example of Works Cited entry:

Ban, Noemi. "Holocaust Survivor." Helena Education Association. Helena Middle School Auditorium, Helena, MT. 8 February 2011. Speech.

Example of the corresponding parenthetical citation:

"I am here to share with you my feelings, my memories, my experiences, and what I learned in that terrible time of my life" (Ban).

SOUND RECORDING

If you are not using a compact disc, indicate the format (audiocassette, audiotape, LP) before the manufacturer's name.

Composer, Conductor, or Performer's last name, first name middle initial. "Title of Song." Recording date with abbreviation Rec. *Title of Work*. Manufacturer, Year of issue.

Medium.

Example of Works Cited entry:

Harrison, George. "While My Guitar Gently Weeps." Rec. 5 Sept. 1968. *The Beatles*. Capitol, 1968. CD.

Example of the corresponding parenthetical citation:

(Harrison).

Examples of Works Cited Entries and Corresponding Parenthetical Citations for Internet Sources

The HHS Library's Works Cited sheets for print, database, and web (blue, yellow, and green sheets) will provide you with directions for the most commonly used citations. The URL is optional; ask your teacher for guidelines.

INTERNET – PERSONAL HOME PAGE

Author's last name, first name middle initial. *Title of the Site*. (If there is no

title, use a description such as Home page.) Home page should not be underlined

or in quotation marks. Publication date or date of the last update in day month

year. Web. Access date in day month year. Use of the URL is optional – ask your teacher <URL>.

Example of Works Cited entry:

Brown, Carmen S. Home page. 18 Sept. 2001. Web. 10 Nov. 2003. <http://www.car.

cam.ac.uk/~ssb22/>.

← URL optional – ask your teacher.

Example of the corresponding parenthetical citation:

“Eighty percent of the parents surveyed believed that public education prepared their children for future endeavors” (Brown).

INTERNET – INTERNET SITE

Author’s last name, first name middle initial. “Title of the Web Page.” *Title of the Site*. Web site

sponsor/publisher. [If no sponsor or publisher, use N.p.] Publication date or date of the

last update in day month year. [If no date, use n.d.] Web. Access date in day month year.

Use of the URL is optional, ask your teacher

Example of Works Cited entry:

Orr, David. “Verbicide.” *Oberlin News & Features*. Oberlin College. 25 Oct. 2000.

Web. 20 February 2004.

Example of the corresponding parenthetical citation:

“During a 20-minute conversation about his academic future, however, he displayed a vocabulary that consisted mostly of two words: ‘cool’ and ‘really’ ” (Orr).

INTERNET – WORK FROM AN ONLINE DATABASE

(i.e. *Opposing Viewpoints, Global Issues in Context, Gale Databases*)

Author’s last name, first name middle initial. “Title of Article.” *Title of eBook, Magazine,*

Encyclopedia, or Original Source of Article. Volume number.Issue. (Publication date):

Pages of entire article or n. pag. *Name of the Database*. Web. Access date in day month

year.

Example of Works Cited entry from Gale Databases:

Lewin, Rhoda. “Each of us sees history through our own eyes.” *The Oral History*

Review 29.2 (Summer-Fall 2002):47- . Web. 4 Nov. 2009.

Note: In the example above, 29 represents the volume number and 2 represents the issue number. Place a period between the volume number and issue number but do not leave a space. This article is not paginated continuously. It starts on page 47 and continues for 5 additional pages. For MLA form, use a hyphen followed by a space and a period for nonconsecutive pages.

Example of the corresponding parenthetical citation:

“And then of course there were my interviewees’ experiences with all the public issues involved, including anti-Semitism, and how our community fought it--especially after Carey McWilliams, in his 1947 article published in a national magazine called *Common Ground*, forever labeled Minneapolis as ‘the anti-Semitism capital of the United States’ ” (Lewin).

Example from Opposing Viewpoints:

Storck, Thomas. “Censorship Can Be Beneficial.” *Opposing Viewpoints: Censorship* 28.2

(1997):*Opposing Viewpoints Resource Center*. Web. 17 Sept. 2009.

Example of the corresponding parenthetical citation:

(Storck).

INTERNET – ARTICLE IN AN ONLINE MAGAZINE

Author’s last name, first name middle initial. “Title of Article.” *Title of Magazine*. Publication date. Web. Access date in day month year

Example of Works Cited entry:

Merrill, Leah. “Japan’s Jazz Machine.” *Dance*. Aug. 2000. Web. 2 Dec. 2003.

Example of the corresponding parenthetical citation:

“Founded in Nagoya, Japan, in 1985 by Mishiro and Artistic Director Kumiko Sakamoto, in a whirlwind four years the troupe had been awarded the Japan Cup at the national Culture Festival sponsored by the country’s Bureau of Culture” (Merrill).

INTERNET – ARTICLE IN AN ONLINE NEWSPAPER

Author’s last name, first name middle initial. “ Title of Article.” *Title of Newspaper*. date (day month year). Web. Access date in day month year.

Example of Works Cited entry:

Simon, Ray. "The Diamond Industry." *New York Times on the Web*. 18 July 2001. Web. 25 Sept. 2003.

Example of the corresponding parenthetical citation:

"In a recent survey, 80% of the customers responding indicated a preference for a customer service agent rather than voice mail" (Simon).

INTERNET – ONLINE SOUND RECORDING

Composer, Conductor, Performer, or Speaker's last name, first name middle initial. "Title of Recording." Original Publication Date (if applicable). *Title of the Source of Work*.

Electronic Publication Date. *Title of Web Site*. Publisher, Place of Publication. Web (or MP3 file). Access date in day month year.

Example of Works Cited entry:

Roosevelt, Theodore. "The Right of People To Rule." Aug. 1912. *Sound Recordings of Theodore Roosevelt's Voice*. 15 Sept. 1999. *American Memory*. Lib. of Congress, Washington. Web. 12 Mar. 2003.

Example of the corresponding parenthetical citation:

"I believe that the majority of the plain people of the United States will, day in and day out, make fewer mistakes in governing themselves than any smaller class or body of men, no matter what their training, will make in trying to govern them" (Roosevelt).

INTERNET – ONLINE IMAGE, PHOTOGRAPH, OR PAINTING

Use this form for referencing an image, photograph, or painting you include within your document. Use Internet Site citation form when you reference an image, photograph, or painting you refer to in your text.

Artist or Photographer's last name, first name middle initial. *Title of Work*. Date of composition

(if given). Name of Museum, City (if given). *Title of Web or Database Site*. Web. Access

Date in day month year.

Example of Works Cited entry:

O'Keefe, Georgia. *Evening Star, III*. 1917. Museum of Mod. Art, New York. *MoMA: The Museum of Modern Art*. Web. 4 Nov. 2009.

Instead of the corresponding parenthetical citation:

Under the image, photograph, or painting in your paper, identify the name of the artist or photographer and the title of the work. Do not use parentheses.

INTERNET – ONLINE VIDEO

Title of the Video. Title Director, abbreviated Dir. Director’s first and last name (if available).

Distributor release date. Release/Publication date in day month year. *Title of Web or*

Database Site. (If no date, use n.d.) Web. Access date in day month year.

Example of Works Cited entry:

The Great Gatsby (Awesome Version) Part 1 of 3. YouTube. 5 April 2010. Web. 2 December 2011.

Example of the corresponding parenthetical citation:

“I’ll tell you about my life, old sport. I’m the son of some wealthy people in the midwest, San Francisco, to be exact, old sport,” says Jay Gatsby in a terrific student created video by one of Mrs. Murgel’s HHS English classes studying F. Scott Fitzgerald’s novel *The Great Gatsby (The Great Gatsby [Awesome Version] Part 1 of 3)*.

INTERNET – ONLINE MAP, CHART, TABLE, GRAPH, OR ILLUSTRATION

Use this form for referencing an online Map, Chart, Table, Graph, or Illustration you include within your document. In general, follow guidelines for internet source (see page 27 Research Guidebook) without name of author, adding a descriptive label (Map, Chart, Table, Graph).

See Research Guidebook pages 3-4 for example of a Table and directions to insert a Map, Chart, Table, or Graph in text. Use Internet Site citation form when you reference an online map, chart, table, or graph you refer to in your text.

“Location.” Description such as Map, Chart, Table, Graph. *Title of Site*. Publisher. Web. Access date in day month year.

Example of Works Cited entry:

“Helena, Montana.” Map. *U.S. Gazetteer*. US Census Bureau. Web. 18 Oct. 2003.

Example of the corresponding parenthetical citation:

Helena, Montana is centered at 46.59652 north latitude and 112.02038 west longitude (“Helena, Montana”).

E-MAIL ETIQUETTE GUIDELINES

- How you write depends on whom you write.
 - An email to a friend may be informal. “Dude, can you believe I totally lost that web address you gave me? Shoot it back at me.”
 - An e-mail to a family member may be friendly. “Hi, Grandma. You know that website address you said I’d love? Bummer – I lost it! I thought I surely put that piece of paper in my pocket, but I’ve looked everywhere and can’t find it. Will you send it to me again?”
 - An e-mail to your teacher should be precise and more formal. “Hi Mrs. Smythe. You know that website address you recommended I check out? I was sure I had that piece of paper in my pocket, but now I can’t find it. Would you please e-mail it to me? Thanks so much, and I’m sorry for the extra trouble. See you tomorrow.” (Elliott 265)
- Don’t overdo exclamation marks, ellipses, and dashes.
- Use proper spelling, grammar, and punctuation in your e-mails. If your message is important enough to send, it is important enough to write correctly.
- Make the subject line clear. Be polite and clear.
 - Unclear: “Could U plz send info on your state.”
 - Clear: “My class is studying the history of Virginia. My project is on the historic battlefields in the Shenandoah Valley. Could you please send me some information or refer me to good websites? Thank you very much.” (Elliott 271)
- Don’t go overboard with abbreviations. Informal e-mails may use abbreviations:
BTW = by the way IMHO = in my humble opinion LOL = laugh out loud
FWIW = for what it is worth ROTFL = rolling on the floor laughing
TTFN = ta ta for now FYI = for your information TTYL = talk to you later

When you really need to communicate a polite or formal message, write a real letter.

Elliott, Rebecca. *Painless Grammar*. NY: Barron’s, 2006. Print.

Format Instructions for Microsoft Word 2010®

Hanging Indent and Double-spacing: Use the Paragraph commands in the top bar, Home, or . . .

- Highlight the text you want to make into a hanging indent. Right click and go to Paragraph. Click on *Format* and pull down to *Paragraph*. Locate the word *Special* and pull down to Hanging (.5”). Locate *Line spacing* and pull down to *Double*.

Header

- Double click on upper page, right (shortcut). The Header and Footer dialogue box appears.
- Choose Page Number (upper left hand corner of page), then Top of Page, Plain Number 3 (right justified). Then type your last name and a space in the Header view. The pages of your document will automatically each be numbered. Close the Header and Footer dialogue box.

According to the *MLA Handbook*, seventh edition, electronic citations do not require a web address; however, your teacher may require a complete web address. Ask your teacher for direction on this issue. If you include the URL, be sure to remove the hyperlink.

Removing Hyperlinks

- As soon as the URL (web address) is changed into a hyperlink, click the *Undo Arrow* in the taskbar or click on *Edit* and pull down to *Undo Typing*. The hyperlink will be removed. If you do not remove it immediately, you may follow the instructions in the next bullet.
- Remove the hyperlink from each URL by clicking with the right mouse button on the URL or highlighting the link. Select Remove Hyperlink.

Works Cited

Capital High School Staff. *The “Bear” Bones of Research*. Helena: Capital High School June, 2009.

Elliott, Rebecca. *Painless Grammar*. New York: Barron’s. 2006. Print.

MLA Handbook for Writers of Research Papers. 7th ed., New York: The Modern Language Association of America, 2009.

“Roman Numerals.” *YourDictionary.com*. 2001. YourDictionary.com. Web. 8 April 2009.

“Books about Authors and Writing.” *Quoteland.com*. Web. 2 January 2012.

Overview of Guidelines

- ✓ Alphabetize list of references by author’s last name if given.
- ✓ If no author is given, alphabetize by the first important word of the title (excluding A, An, or The).
- ✓ Place titles that begin with numerals before all other sources. Place these titles in numerical order.
- ✓ The entire Works Cited page should be double-spaced. There is no additional spacing between entries.
- ✓ Hanging indent format should be used for each entry (the entry starts at the left margin, and succeeding lines are indented five spaces).
- ✓ The title should be the same size font as your manuscript (12 pt.).

Overview of Features in MLA 7th Edition:

1. Inclusion of URL is optional. Ask your teacher whether you should include the URL or internet address of online sources. If your teacher requires you to include the URL, place the full internet address within angle brackets followed by a period. For example, see the following: <<http://www.blakearchive.org/blake/>>. Remove the hyperlink (see page 15 for directions).
2. Within the Works Cited, source types are noted. Medium or format types include Print, Web, Film, Television, E-mail, Windows (for software), Personal Interview, and so on. The intention of such notes is to clearly indicate the medium or format of the source.
3. The titles of major works such as books, newspapers, magazines, and films are italicized rather than underlined, except in the case of handwritten work in which the titles may be underlined.

[Empty box for return address]

Vertically Center the Finished Letter
Balance the white space

Personal Business Letter
Block Style: every line begins at left margin
Mixed Punctuation: shown here
Open Punctuation: nothing used after salutation or complimentary close

October 10, 20--

3 blank lines

Mr. John Jones
Director of Marketing
Elegant Treasures
388 Stonegate Drive
Longview, TX 75601-0132

Inside or Mailing Address
Use courtesy title and name, & job title whenever possible. Follow with the company name.

1 blank line

Salutation: Dear courtesy title and last name

Dear Mr. Jones:

1 blank line

Last week I noticed that you had Giuseppe Armani figures in your window. Do you have other figurines? **(CONCISELY STATE YOUR PURPOSE FOR WRITING)**

1 blank line

A friend gave me a pamphlet showing three Armani millennium sculptures: Stardust (Years 1-999), Silver Moon (Years 1000-1999), and Comet (Year 2000 and beyond). I want to buy all three sculptures. Do you have them in stock, or could you order them? If not, could you refer me to a nearby dealer? **(STATE YOUR CASE, EXPLAIN YOURSELF)**

1 blank line

I look forward to adding these exquisite pieces to my collection. Thanks for your help.

1 blank line

Complimentary Close

Sincerely,

3 blank lines
Sign your name here — begin at the left margin

Your Mailing/Return Address
It is also acceptable to place your address at the top of the letter above the date with no blank line separating the date from your address.

Cynthia A. Maustin
610 Grand Avenue
Laramie, WY 82010-1423

[Empty box for return address]